



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1131.7A
N342
6 OCT 08

COMNAVCRUITCOM INSTRUCTION 1131.7A

From: Commander, Navy Recruiting Command

Subj: WASHINGTON, DC INTERVIEWS FOR ACTIVE DUTY CHAPLAIN (4100)
APPLICANTS

Encl: (1) Recruiters' Washington, DC Interview Guidelines
(2) Washington, DC Interview Schedule

1. Purpose. To clarify policy and procedures relative to the Washington, DC Interview Program for 4100 applicants.

2. Cancellation. COMNAVCRUITCOMINST 1131.7.

3. Background. The Chief of Chaplains has determined that the Washington, DC interview is a better quality control process for selection of 4100 applicants.

4. Action

a. COMNAVCRUITCOM Head, Chaplain Community Management Branch (N312)

(1) Coordinate with the Chief of Chaplains Office regarding all matters pertaining to the Washington, DC interview process.

(2) Ensure 4100 application packages are completed prior to review by the Chaplain Appointment and Retention Eligibility Advisory Group.

(3) Distribute requisite Recruiters' Washington, DC Interview Guidelines, enclosure (1).

(4) Distribute requisite Washington, DC Interview Schedule, enclosure (2).

(5) Coordinate Washington, DC Interview Master Applicant Appointment Calendar.

b. Region Commanders. Ensure Region Chaplain Field Recruiters and Navy Recruiting Districts (NAVCRUITDISTs) comply with enclosure (1).

c. Region Chaplain Field Recruiters

(1) Coordinate with N312 regarding all matters relating to the Washington, DC Interview Program.

(2) Make recommendations for program/process improvement, as necessary, to N312.

(3) Provide requisite guidance to all NAVCRUITDISTs in area of responsibility.

(4) Coordinate Regional Washington, DC Interview Master Applicant Appointment Calendar with N3121.

(5) Monitor NAVCRUITDIST compliance with critical schedule deadlines.

d. District Commanding Officers. Ensure compliance with enclosure (1).

e. District Officer Recruiters

(1) Coordinate with Regional Chaplain Field Recruiters, and N312, as necessary, in order to accomplish Washington, DC interview mission.

(2) Ensure timely completion of 4100 application packages, according to published interview schedule, enclosure (2).

(3) Ensure timely liquidation of Washington, DC interview applicant travel claims, enclosure (1).

/s/

R. R. BRAUN
Deputy

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Recruiters' Washington, DC Interview Guidelines

The following is provided for your information and for a smoother Washington, DC interview process:

1. The Chaplain Appointment Retention and Advisory Group (CARE) will be held per enclosure (2).
2. The Washington, DC Interview/CARE Advisory Group schedule will be published by the Head, Chaplain Community Management Branch COMNAVCRUITCOM N312, email updates. Every effort will be made to keep schedule changes to a minimum. Schedule confirmations can be made with N3121.
3. Applicants will be physically qualified at MEPS or other Military Treatment Facility, before attending a Washington, DC interview. If an applicant has a medical condition that requires a Flag Review, the review must be completed before the applicant can attend a Washington, DC interview.
4. The Navy Chaplain Recruiting Program Manager will track application kit status, via OTools and Regional Chaplain Field Recruiter reports. Navy Recruiting Districts (NAVCRUITDISTs) are required to provide periodic kit status updates directly to their Regional Chaplain Field Recruiter.
5. COMNAVCRUITCOM N3121 manages the Washington, DC Interview Master Applicant Appointments Calendar, in coordination with the Chief of Chaplains office. Critical to this process is careful attention, by the Districts, and Regional Chaplain Field Recruiters, to the referenced deadlines for submission of applicant kits.
6. NAVCRUITDISTs will coordinate requests for Washington, DC interviews via their Regional Chaplain Field Recruiter.
7. COMNAVCRUITCOM budget money annually to cover the costs of Washington, DC interviews, for active duty (4100) applicants only. This includes the costs of travel, lodging (one night), and per diem, for the 4100 applicants only. Funds are divided according to the FY Region/District goals, and will be distributed to the Districts each quarter. These funds do not cover room service, video rental, long distance calls, etc., beyond the basic per diem rate.
8. For security reasons, guests are not authorized to enter the Navy Annex, and therefore, will not be able to accompany the applicant to the interview.

9. Each NAVCRUITDIST will be responsible for making the travel and lodging arrangements for their 4100 applicants. The District will also insure timely liquidation of their applicants' travel claims.

10. Final travel arrangements should not be made until an applicant's kit has been received by COMNAVCRUITCOM, and the applicant's appointment has been confirmed with N3121. This requires advance planning and coordination by all, especially in order to maximize lodging options. For convenience, applicant lodging at the Sheraton National Hotel, adjacent to the Navy Annex, is strongly encouraged, unless unavailable.

11. Applicants should arrive in the Washington, DC area, via Washington National Airport, the evening prior to the scheduled interview. Applicants should not plan to depart the Washington, DC area any earlier than 1400 the day of the interview.

12. The travel, lodging, and per diem costs for the Regional Chaplain Field Recruiters, are borne by the respective District and Region.

13. Chaplain Candidate applicants (1945s) are not required to complete a Washington, DC interview, nor will they be required to do so prior to converting to active duty or reserve status. Officer Development School and the Basic Chaplain Course will serve as the official interview process for 1945s, in lieu of the Washington, DC Interview Program.

14. Applicants who have been professionally recommended by the CARE board will not be notified until after they have been final selected. Official notification will be by mail and OTools. The CARE Advisory Group can only recommend. Final select authority rests with Commander, Navy Recruiting Command.

15. The intent of this program is to provide the best possible screening process for prospective Navy Chaplains, and to give the 4100 applicants a positive professional experience during the process. Process flexibility will not be at the expense of quality treatment of our chaplain applicants.

4100 Care Board Interview Schedule Fiscal Year 2009

Tuesday	21 October 2008
Tuesday	18 November 2008
Tuesday	09 December 2008
Tuesday	13 January 2009
Tuesday	10 February 2009
Tuesday	10 March 2009
Tuesday	14 April 2009
Tuesday	05 May 2009
Tuesday	02 June 2009
Tuesday	07 July 2009
Tuesday	04 August 2009
Tuesday	01 September 2009